

ATTACHING DOCUMENTATION

Attaching Documentation

1. To attach supporting documentation, click on the "Misc. Info" tab. The attachment specific buttons will appear on the right side of the page.
2. Click on the icon next to the "Attachments" drop down box.
3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.
4. Click on the "Open" button.
5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. Multiple attachments can be associated with a document, with the file size of EACH attachment not to exceed 2 MB.
6. Click on the "Header" tab to return to the document. Finish certifying or rejecting and then click the "Submit" button.

TO SEND ADDITIONAL EMAIL NOTIFICATIONS:

After the document is submitted, you will notice a blue hyperlink entitled:

'SEND ADDITIONAL EMAIL NOTIFICATIONS'

Click this link and type in the email addresses of the person(s) you would like to be notified specifically.

Training & Information

WAWF Production Site

<https://wawf.eb.mil>

Web-Based Training Site

<http://www.wawftraining.com>

WAWF Practice Site

<https://wawftraining.eb.mil>

Navy WAWF Assistance Line

1-800-559-WAWF (9293)

Navy WAWF Quick References

<http://acquisition.navy.mil/navyaos/content/view/full/3699>

DISA Ogden Help Desk

1-866-618-5988

cscassig@csd.disa.mil



W A W F Quick Reference

LPO Invoice Recall Process



LPO Invoice Recall Process

The Recall Process allows the government user to recall an invoice back to the previous role to correct a mistake. This process is different from a rejection in that the invoice is moved one step back to a government role, as opposed to several steps back to the Vendor. Please keep in mind that invoices should only be rejected when there is an actual Vendor error because a rejection updates the invoice received date, thereby resetting the prompt pay clock.

Invoices available for LPO recall are found in the LPO History folder. Please check this folder on a regular basis.

LPO Recall Process for Certification or E-Coding Errors

For certification or e-coding errors, DFAS will make invoices available for recall by the LPO instead of rejecting the invoice back to the Vendor.

1. Log in as the LPO in WAWF.
2. Select the Access History Folder by DoDAAC link.
3. Enter search criteria to find the invoice.
 - Ensure that the 'Active Documents' radio button is selected.
 - The default search will only pull up documents within the last 30 days. To find an invoice older than 30 days, enter a beginning and end CREATE date range in the date fields.
 - To search for Recallable invoices ONLY, enter a status of 'Certified.'

DoDAAC *

Select Location Code

Search For

☒ Active Documents

☐ Archived Documents

Contract Number

Delivery Order

Vendor (Payee) / Extension

Ship From / Extension

Shipment No.

Invoice Number

Type Document

Status

All Documents

Certified

4. Look for the 'R' in the Recall Invoice Column. Click to Recall Invoice.

Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount
1234	2006-02-01	Certified	R		\$3,000.00

- If recalling an invoice due to a certification error, make the LLA correction(s) and resubmit.
- If recalling an invoice due to an e-coding error, use the same Recall Process as above, and ensure that the e-coding sheet has been completed and sent to the appropriate DFAS POC before re-submitting.

Note:**You must receive notice from the DFAS POC that the contract was e-coded before resubmitting the invoice in WAWF!**

LPO Recall Process for Acceptor Error(s)

For errors made by the Acceptor, the LPO can make the invoice recallable to the Acceptor rather than rejecting the invoice back to the Vendor.

1. Log in as the LPO in WAWF.
2. Select the Access History Folder by DoDAAC link.
3. Enter search criteria to find the invoice.
 - Ensure that the 'Active Documents' radio button is selected.
 - The default search will only pull up documents within the last 30 days. To find an invoice older than 30 days, enter a beginning and end CREATE date range in the date fields.
 - To search for Recallable invoices ONLY, enter a status of 'Certified.'
4. Look for the 'R' in the Recall Invoice Column. Click to Recall Invoice.
5. On the Misc. Info tab, enter the reason for the recall.
6. On the Header tab, uncheck the 'Document Certified' box and click [Submit].

Note: Do NOT check the 'Document Rejected' box—this will reject the invoice back to the Vendor. Leave both checkboxes blank before clicking [Submit].

Local Processing Office*

☐ Document Certified

☐ Document Rejected

I certify that the goods/s

YYYY/MM/DD

Date